

Adopted February 15, 2011

BYLAWS AND PROCEDURES

FAMILY SERVICES ADVISORY BOARD (FSAB)

LOUDOUN COUNTY, VIRGINIA

Preamble

On January 31, 2011, the Loudoun County Board of Supervisors, at the request of the Family Services Board (FSAB) and with the support of the Department of Family Services, voted to transform the then existing administrative board into an advisory board and appoint the County Administrator as the "Local Board" pursuant to Chapter 3 of Title 63.2 of the Code of Virginia. The existing members of the FSAB were appointed to the new advisory board to serve as members until the end of their original terms. The Bylaws and Procedures that follow were adopted to reflect this change.

Article I. Statement of Purpose

The FSAB is an advisory board responsible for advising the County Administrator or his/her designee on the policies, budget, programs, and practices of the Department of Family Services.

(Cross Reference: Code of Virginia § 63.2-305.)

Article II. Powers and Duties

The FSAB shall exercise and be responsible for the following powers and duties:

- A. Maintain interest in family services needs of Loudoun County residents. The FSAB shall maintain interest in all matters pertaining to the public assistance and family services needed by the residents of Loudoun County.
- B. Monitor family services programs. The FSAB shall monitor the formulation and implementation of family services programs administered by the Department of Family Services.
- C. Meet with County Administrator or his/her designee. The FSAB shall meet with the County Administrator or his/her designee at least four times a year for the purpose of making recommendations on policy matters concerning the Department of Family Services.
- D. Submit annual report to the Board of Supervisors. The FSAB shall make an annual report to Board of Supervisors, concurrent with the budget presentation of the

Department of Family Services, concerning the administration of family services programs.

- E. Submit other reports to the Board of Supervisors. The FSAB may submit to the Board of Supervisors, from time to time, other reports that the FSAB deems appropriate.
- F. Advise on appointment and evaluation of the Director of the Department of Family Services. At the request of the County Administrator or the Board of Supervisors, the FSAB may provide advice on the appointment and annual performance evaluations of the Director of the Department of Family Services.

(Cross Reference: Code of Virginia § 63.2-305. Note: the provision regarding advising on the appointment and evaluation of the Director of the Department of Family Services is modeled after Code of Virginia § 63.2-325.)

Article III. Membership

- A. General. The membership of the FSAB shall consist of no fewer than five and no more than thirteen persons, who shall be appointed by the Loudoun County Board of Supervisors. The County Administrator or his/her designee shall serve a non-voting, ex officio member of the FSAB.
- B. Diversity. The FSAB shall encourage the Board of Supervisors to maintain FSAB membership that is broadly representative of the diverse backgrounds of County residents and all geographical areas of the County.
- C. Term. Each member shall be appointed by the Board of Supervisors for a term of four years from the month of the appointment. Each member may serve a maximum of two full four-year terms, *in addition* to any partial term as a result of an appointment to fill the unexpired term of a vacancy.
- D. Vacancies. Vacancies shall be filled for the unexpired terms in the same manner as the original appointment. The FSAB may recommend to the Board of Supervisors whether a potential appointee will be appointed to fill an unexpired term or a new term.
- E. Removal. Any member absent from four successive regular meetings or more than five in a year may be referred to the Board of Supervisors for removal from the FSAB, provided that he or she is notified of this action prior to the meeting at which this referral is to take place. The notice of the removal will be in writing and will include information about the member's right to a hearing and the means by which a hearing can be obtained.

(Cross Reference: Code of Virginia § 63.2-305.)

Article IV. Officers

- A. Chair; Vice-Chair. The officers of the Family Services Board (FSAB) shall consist of a Chair and Vice-Chair, who shall be elected by the FSAB annually.
- B. Regular nominations. Nominations shall be made to the FSAB at the regular January meeting by a majority vote of those present. Additional nominations for each office may be made from the floor at the regular February meeting by a majority vote of those present.
- C. Regular election. The FSAB shall elect its officers, by a majority vote of those present, at its regular February meeting. The chosen officers will take office immediately.
- D. Duties.
1. *Chair.* The duties of the Chairperson shall be to:
 - a. preside at all meetings of the FSAB;
 - b. appoint all Committees deemed necessary for operation of the FSAB;
 - c. work closely with the Director of the Department of Family Services;
 - d. be the official spokesperson for the FSAB, unless the Chair delegates such responsibility to another member of the FSAB; and
 - e. perform any other duties determined by the FSAB.
 2. *Vice-Chair.* The Vice-Chair shall, in the absence of the Chair, perform the duties of the Chairperson and any other duties assigned by the FSAB.
- E. Vacancies.
1. *Vacancy of the Chair.* Whenever there is a vacancy in the office of the Chair, the Vice-Chair shall become Chair until the next regular election. The Vice-Chair may decline becoming the Chair and remain Vice-Chair. In the event that the Vice-Chair declines, a new Chair shall be nominated and elected, by a majority vote of those present, at the next regular meeting following notice to the FSAB of the declination.
 2. *Vacancy of the Vice-Chair.* Whenever there is a vacancy in the office of the Vice-Chair, a new Vice-Chair shall be nominated and elected, by a majority vote of those present, at the next regular meeting following notice to the FSAB of the declination.

(Cross Reference: Code of Virginia § 63.2-305. Note: this provision has been modeled after Code of Virginia § 63.2-312.)

Article V. Meetings

- A. Regular. The FSAB conducts business through its regularly scheduled meetings, which shall be held at least bi-monthly. At least four of these meeting must include the County Administrator or his/her designee. These meetings shall be held on a date and time, and at a location determined by the FSAB, which shall be published prior to the meeting in accordance with Loudoun County and/or Commonwealth of Virginia requirements.
- B. Special. Special meetings of the FSAB may be called by the Chairperson or upon the request of at least half of the membership.
- C. Quorum. The quorum for all FSAB meetings shall be one-half of its members, including the presiding officer.
- D. Formality of the proceedings. Meetings of the FSAB are conducted as informally as possible, at the discretion of the Chair; however, all formal FSAB actions are to be adopted by a majority vote of those present. When formal consideration of an action is necessary, or when a question of procedure arises, the latest edition of *Robert's Rules of Order* shall prevail.
- E. Presiding officer. The presiding officer of any meeting of the FSAB shall be the Chair, or, in the absence of a Chair, the Vice-Chair. In the absence of both the Chair and Vice-Chair, the members present and constituting a quorum shall elect, by majority vote, a presiding officer for the meeting. The presiding officer of a meeting shall not exercise any other duties of the Chair or Vice-Chair, and his/her authority and responsibility as presiding officer shall terminate at the conclusion of the meeting.
- F. Public comments. Members of the public shall have an opportunity to express their views concerning any matter involving the Department of Family Services during the public comment portion of any regular meeting of the Family Services Board. Any individual wishing to speak during the public comment period shall request, and be granted, permission from the presiding officer. Individuals will be given up to five minutes to address the FSAB, whether speaking as an individual or as a representative of any group or organization. The presiding officer of the regular meeting has the authority to set the time allotted to each speaker based on the number of individuals who request to speak. All comments will be directed to the FSAB as a body.
- G. Agenda items. The FSAB, in consultation with the Director of the Department of Family Services, shall determine the agenda items for each meeting.

- H. Decorum. Decorum will be maintained at all meetings. This includes a common courtesy to and from FSAB members, staff of the Department of Family Services, and the audience. Statements made by any individual which are demeaning or inappropriate shall be ruled out of order.

(Cross Reference: Code of Virginia § 63.2-305. Note: this provision has been modeled after Code of Virginia § 63.2-312, as well as Board of Supervisors, Rules of Order, XV and XVI (January 4, 2011)).

Article VI. Standing Committees

[Reserved]

Article VII. Amendments to Bylaws and Procedures

The rules expressed in these Bylaws and Procedures may be altered, amended, or repealed and new rules adopted by a majority of the FSAB, in such manner and at such times as the FSAB may determine.

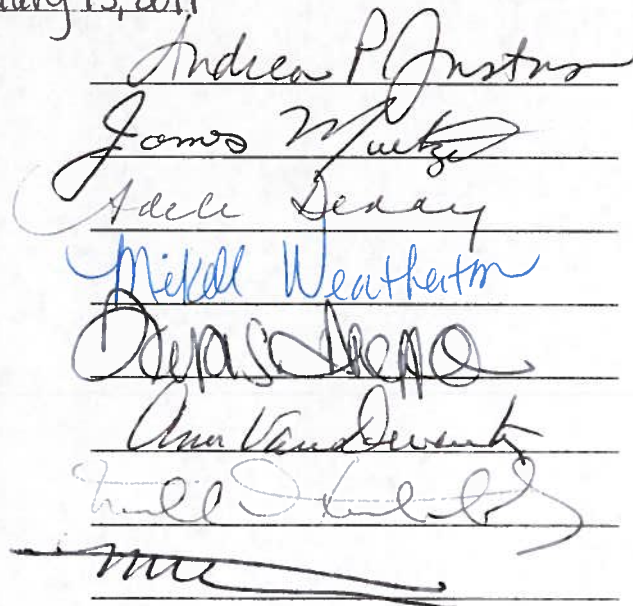
(Note: this provision has been modeled after Board of Supervisors, Rules of Order, XIV (January 4, 2011)).

Article VIII. Repeal and Supersession of Prior Rules

Any rules previously adopted by the FSAB are hereby repealed and superseded by these Bylaws and Procedures, effective as of the date of adoption.


We, the members of the family services board, hereby adopt these bylaws and procedures at our regular meeting held on February 15, 2011

Andrea Justus, Chair
James Muetzel, Vice Chair
Adele Denny, Member
Mikell Weatherton, Member
Tanja Thompson, Member
Ann Van Deventer, Member
Michael Kondratick, Member
Mary Souther, Member


The block contains eight handwritten signatures, each written over a horizontal line. The signatures are: Andrea P. Justus, James Muetzel, Adele Denny, Mikell Weatherton, Tanja Thompson, Ann Van Deventer, Michael Kondratick, and Mary Souther. The signatures are written in various colors of ink, including black, blue, and purple.

Witnessed by

Ellen Grunewald, Director
Department of Family Services

A handwritten signature in cursive script, reading "Ellen Grunewald", written over a horizontal line.